



Deputy Election Administrator **Yellowstone County**



Equal Opportunity Employer

Yellowstone County encourages applications from diverse candidates and candidates who support diversity.

Department: Elections

Posting Date: January 6, 2022

Salary: \$41,786.62-\$52,233.27/yr DOQ

Grade: F **FLSA:** Exempt

Hours: Monday-Friday; 8 am-5 pm

**May include occasional weekends and extended hours on election days*

Position re-opened and accepting applications.

ACCEPTING APPLICATIONS UNTIL POSITION IS FILLED.

First review of applications will be January 20, 2022.

FUNCTION:

Specialized and responsible administrative work in the Yellowstone County Election office which provides and maintains election reporting management system, ensures polling places meet ADA requirements, maintains voting and tabulating machines, recruits, trains and certifies Election Judges, and assists in organizing and conducting elections in Yellowstone County to comply with State election laws and statutes, to include absentee, mail-in, and advance voting programs, assists with management and direction of voter registration activities, assists with obtaining private, Federal and State grants for ADA compliance needs, assists the Elections Administrator in ballot preparation; does related duties as required.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Public Administration, Political Science, Business Administration, or closely related field; **OR**
- Four (4) years' experience election administration, office management including public speaking, or other related occupational experience; **or**
- Any equivalent combination of experience and training totaling four (4) years.

CERTIFICATIONS:

- Valid Driver's License issued by the State of Montana.

Job description available upon request.

TO APPLY:

Submit by January 20, 2022 for first review of applications. Position open until filled:

- 1. County Application**
- 2. Resume**
- 3. Names, addresses and phone numbers of three (3) employment-related references**

To: Human Resources, PO Box 35041, Billings, MT 59107 or to Montana Job Service, 2121 Rosebud Drive, Billings, MT 59102. **Late, incomplete or unsigned applications will not be considered.** Apply on line or download application at www.yellowstonecountymt.gov. Applicants who require special accommodation due to disability should contact the Human Resources Office at (406) 256-2705. **NOTE:** If this or another position in the same class becomes available within 90 days the same applicant pool may be considered.